

Transportation Operations Specialist (Motor)

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Open & closing dates

🕒 02/18/2019 to 03/01/2019

Pay scale & grade

GS 09 - 11

Appointment type

Permanent

Service

Competitive

Salary

\$50,598 to \$87,940 per year

Work schedule

Full-time

Locations

FEW vacancies in the following locations:

Saint Louis, MO**Hooksett, NH****Oklahoma City, OK****El Paso, TX****Richland, WA****Vancouver, WA****Relocation expenses reimbursed**

No

Telework eligible

Yes as determined by agency policy

This job is open to

**Individuals with disabilities****Federal employees - Competitive service**

Current or former competitive service federal employees.

**Career transition (CTAP, ICTAP, RPL)**

Federal employees who meet the definition of a "surplus" or "displaced" employee.

**Land & base management**

Certain current or former term or temporary federal employees of a land or base management agency.



[Military spouses](#)



[Family of overseas employees](#)

Family members of a federal employee or uniformed service member who is, or was, working overseas.



[Peace Corps & AmeriCorps Vista](#)



[Special authorities](#)

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.



[Veterans](#)

Clarification from the agency

Your application will be considered if you are a: Current career/career-conditional Federal employee in the competitive service; Reinstatement eligible; Special Appointing Authority eligible; VEOA eligible Veteran; ICTAP eligible; or OPM Interchange Agreement eligible.

Announcement number

1912151CLMP

Control number

524624100

Duties

Summary

ANNOUNCEMENT AMENDED TO UPDATE CLOSING DATE FROM 2/27/19.

You may select up to 2 duty locations. The # of positions in each location varies. More vacancies may be filled as needed.

As a Transportation Operations Spec., you will develop working relationships with customers and support the Fleet Management program. You will assist in the management and operation of a vehicle fleet, and serve as a single source for all program services and support for customer and supplier accounts.

Responsibilities

- Assuring delivery and adequacy of GSA Fleet services and assuming responsibility for program efficiency and cost effectiveness of areas over which you have jurisdiction
- Addressing and resolving significant customer problems which cannot be resolved by normal procedures
- Representing and speaking for the program in discussions and committing the agency to a course of action within regulations and established policy and guidelines
- Determining when to dispose of used vehicles and equipment and directing the preparation of vehicles for termination of lease

assignment

- Monitoring specific indicators of performance and recommending action to correct deficiencies noted
- Notifying contractors of substandard performances and recommending corrective action as appropriate
- Receiving, preparing for assignment, and assigning or delivering new replacement vehicles to customer activity locations
- Inspecting and evaluating circumstances of major repairs, accidents damage, high repair estimates, or complaints concerning quality and timeliness of vendors when requested to do so

Travel Required

Occasional travel - Occasional travel in the zonal service area is required.

Supervisory status

No

Promotion Potential

12

Job family (Series)

[2150 Transportation Operations](#)

(<https://www.usajobs.gov//Search/?j=2150>).

Requirements

Conditions Of Employment

- U.S. Citizenship or National
- Meet all eligibility criteria within 30 days of the closing date
- Meet time-in-grade within 30 days of the closing date, if applicable
- Register with Selective Service, if you are a male born after 12/31/1959

If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, **if you are or were (within the last 5 years) a Schedule A, Schedule C, or non-career SES political appointee**
- Serve a one year probationary period, if required.
- Undergo and pass a background investigation (Tier 2 investigation level)
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.
- Have a valid driver's license
- Perform work that is sedentary in nature, with some walking, standing, and bending required while inspecting designated program operations. Work is typically performed in an office setting. Some activities involve working around vehicle repair shops, outdoors and involve associate everyday risk and discomfort.

Qualifications

For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](#)

(<https://www.youtube.com/watch?v=8YX7o1PBoFk>).

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The salary ranges vary by location and can be viewed [here](#)

(<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/general-schedule/>).

. If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

To qualify for the GS-9 you must possess one of the following:

A. SPECIALIZED EXPERIENCE: One year of specialized experience equivalent to the GS-7 level in the federal service. Specialized experience is experience performing routine assignments pertaining to a fleet of government-owned or commercial motor vehicles. This experience must have included:

- inputting and/or maintaining data on fleet vehicles in an automated system;
- answering routine inquiries and providing assistance to fleet customers/clients;
- assisting with identifying customers' vehicle requirements;
- researching and and/or analyzing fleet operations reports. **OR**

B. EDUCATION: Have a master's degree or equivalent graduate degree or have completed two full years of progressively higher level graduate education leading to such a degree. To qualify for GS-2150 positions on the basis of graduate education, graduate education in one of the following fields is required: accounting, business administration, business, or commercial law, commerce, economics, engineering, finance, industrial management, statistics, traffic management, transportation, motor mechanics, nautical science, or other fields related to the position **OR**

C. A combination of graduate level education and appropriate experience that together meet the qualification requirements of this position

To qualify for the GS-11 you must possess one of the following:

A. SPECIALIZED EXPERIENCE: One year of specialized experience equivalent to the GS-9 level in the federal service. Specialized experience is experience assisting in managing, purchasing, operating, and/or maintaining a fleet of government-owned or commercial motor vehicles. This experience must have included:

- maintaining data on fleet vehicles in an automated system;
- answering inquiries from and providing assistance to fleet customers/clients;
- identifying customers' vehicle requirements;
- researching and/or analyzing fleet operations **OR**

B. EDUCATION: Have a Ph.D. or equivalent doctoral degree or have successfully completed 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related. Your major study must be in one of the following areas: accounting, business administration, commerce, economics, finance, industrial management, statistics, traffic management, transportation, motor mechanics, or other fields related to the position **OR**

C. A combination of graduate level education and appropriate experience that together meet the qualification requirements of this position.

Education

Additional information

Bargaining Unit status: Varies based on location/position.

Promotion Policy: If you are selected at a grade lower than the full performance level, you may be promoted up to that grade level without having to re-apply or compete against other applicants.

Relocation-related expenses are not approved and will be your responsibility.

Travel expenses associated with interviews may be approved. Determinations will be made on a case-by-case basis.

On a case-by-case basis, the following incentives may be approved:

- Recruitment incentive if you are new to the federal government
- Relocation incentive if you are a current federal employee
- Credit toward vacation leave if you are new to the federal government

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

All the information you provide will be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

How You Will Be Evaluated

You will be evaluated on the questions you answer during the application process, which will measure your overall possession of the following competencies or knowledge, skills, and abilities. Your responses to these questions must be supported by your resume or your score may be lowered.

- Knowledge of Fleet Management policies, principles, procedures, and practices.
- Ability to utilize automated data processing systems in the operation and analysis of Fleet Management processes.
- Knowledge of procurement practices and procedures governing simplified acquisition of supplies and services.
- Knowledge of standard and special purpose vehicles and equipment, to include descriptive nomenclature, capabilities, and operating characteristics.
- Knowledge of analytic and evaluative methods and techniques to evaluate, measure, and analyze the effectiveness and efficiency of fleet practices and procedures.
- Ability to identify solutions and make recommendations to improve program effectiveness and/or organizational productivity.
- Ability to develop and maintain working relationships with automotive repair vendors, industry suppliers, customer agencies, and other Fleet Management Center and agency staff.
- Knowledge of contracts with fleet vendors in order to recognize vendor performance issues and comply with contract terms and acquisition guidelines.
- Ability to communicate orally in order to share information, present recommendations, articulate positions when the views or information expressed could be met with resistance or opposition.
- Ability to function independently and effectively in stressful or controversial situations while retaining sound reasoning, and independent judgement.

If you are eligible under Interagency Career Transition Assistance Plan or GSA's Career Transition Assistance Plan([ICTAP/CTAP](https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ictap/)), you must receive a score of 85 or higher to receive priority.

To preview questions please [click here](https://jobs.monstergovt.com/gsa/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=100126)

(<https://jobs.monstergovt.com/gsa/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=100126>).

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Background checks and security clearance

Security clearance

[Other](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

No

Required Documents

ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

Note: If required to submit an **SF-50** (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: effective date, position, title, series, grade, and rate of basic pay, tenure group 1 (career) or 2 (career-conditional), position occupied group, and name of agency. If you are a **GSA employee** (except in the OIG), you are not required to submit an SF-50.

- **If you are a 30% or more disabled veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent:**

(a) Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment.

(b) If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, submit both of the following in addition to the DD-214:

(1) completed [SF-15](http://www.opm.gov/forms/pdf_fill/SF15.pdf)
(http://www.opm.gov/forms/pdf_fill/SF15.pdf)
form; and

(2) proof of your entitlement (refer to [SF-15](http://www.opm.gov/forms/pdf_fill/SF15.pdf) (http://www.opm.gov/forms/pdf_fill/SF15.pdf) for complete list).

- **If you are active duty military:** Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).
- **If you are a current Federal employee or Reinstatement** (<https://www.opm.gov/policy-data-oversight/hiring-information/reinstatement/>).
Eligible: Submit your latest SF-50.
- **If you are eligible under an Interchange Agreement** (<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/interchange-agreements/>).
: Submit your latest SF-50.
- **If you are a former Peace Corps or VISTA volunteer:** (<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/peace-corps/>).
Submit your Description of Service.
- **If you have a disability:** Submit proof of eligibility. For information on eligibility and required documentation, refer to USAJOBS's [People With Disabilities](https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/) (<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/>) page.
- **If you are applying under another special appointment authority:** Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](https://my.usajobs.gov/ResourceCenter) (<https://my.usajobs.gov/ResourceCenter>) for more information.
- **If you are ICTAP** (<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ictap/>).
[/CTAP](https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ctap/) (<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ctap/>)
eligible - submit a, b, and c:
(a) proof of eligibility including agency notice;
(b) SF-50, and
(c) most recent performance appraisal.
- **If you are a current or former political appointee:** Submit your SF-50.
- **College transcripts:** If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job \(http://www.gsa.gov/portal/category/26564\)](http://www.gsa.gov/portal/category/26564).

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click Return to USAJobs or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the *REQUIRED DOCUMENTS* section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

Need Assistance in Applying? Contact the HR representative listed on the announcement prior to the application deadline. You must receive HR approval before deviating from these instructions.

Agency contact information



Carol Lammering

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[Learn more about this agency.](#)

Address

GSA, Federal Acquisition Service
General Services Administration
Human Resources Division (NRC)
2300 Main St
Kansas City, Missouri 64108
United States

Visit our careers page

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<http://www.gsa.gov/portal/category/26570/>
(<http://www.gsa.gov/portal/category/26570/>)

Next steps

After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.

3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

Thank you for your interest in working for U.S. General Services Administration!

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)